

MINUTES OF THE HAMPTON ROADS REGIONAL JAIL AUTHORITY

Chairman Snead called the regular meeting of the Hampton Roads Regional Jail Authority (HRRJA) to order at the Hampton Roads Regional Jail, 2690 Elmhurst Lane, Portsmouth, Virginia 23701, on the 15th day of February at 12:30 p.m. in the large training room with the following members in attendance:

MEMBERS & ALTERNATES

James E. Baker (CH)
Chris Snead (HA) Chair
B. J. Roberts (HA)
Brian DeProfio (HA) Alternate
Gabriel A. Morgan (NN)
Sharon P. Scott (NN)
Alan Archer (NN) Alternate
Betty Meyer (NO) Alternate
Martin A. Thomas Jr. (NO) Vice Chair
Lydia Pettis Payton (PO)
William Rucker (PO) Alternate
Robert C. Ike, Jr. (CH)
William Watson (PO)
Mary B. Bunting (HA)
Nathan J. Clark (PO)
Clayton Bennett (CH)
Joseph Baron (NO)

A quorum was present.

OTHERS RECORDED ATTENDING

Peter Huber (Wilcox & Savage); Ann Lewis; Janelle Scott (PIO, Chesapeake); Interim Superintendent Jim O'Sullivan; Major Felicia Cowan; Captain Ana Kasey; Captain Frank Ellis; Captain Thurman Barnes; Deborah Hand; and Robin Johnson, HRRJ, Ronaldo Myers (Candidate for HRRJ Superintendent), Paul Perry (Candidate for HRRJ Superintendent), and Ann Lewis.

THE MOTION TO AMEND THE AGENDA AND THE APPROVAL OF THE MINUTES

Chairwoman Snead allowed the Members and others attending the meeting a moment for Board Members and Attendees introduction. After the introductions were made, Chairwoman Snead requested for someone to make a Motion to amend the Agenda to include the Nominating Committee Report. Sheriff Morgan made the Motion to amend the Agenda to include the Nominating Committee Report, and to be accepted to vote for the Nomination Committee. The Motion Carried.

Chairwoman Snead stated that first on the Agenda was the Approval of Minutes from December 21,st 2016, giving all members an opportunity to review the Minutes if they had not yet had a chance to look them over. Sheriff Morgan Moved for a motion to accept the Minutes; Sheriff Baron seconded the Motion, and the Motion Carried.

TREASURER'S REPORT PRESENTATION

Chairwoman Snead directed the Board to the Treasurer's Report to be presented by Deborah Hand. Ms. Hand referred the Board to page 14 of the Treasurer's Report, which is included in the Agenda. Ms. Hand stated; we look on schedule to be on budget this year, except for possibly Medical. I have a small increase, \$250,000, but that number is getting smaller and smaller each time we do an analysis, because leadership is doing such a good job of getting out the high cost inmates and we've received about \$900,000 from DOC for Medical Reimbursements this year. This has been a great change to our revenue. Does anyone have any questions regarding our Treasurer's Report? If not, I'll ask the Board to adopt a Motion to approve the Treasurer's Report for January 30th, 2017. Chairwoman Snead asks for a Motion. Sheriff Baron Moved for a Motion to approve the Treasurer's Report, for January 30th, 2017, Councilwoman Snead seconded the Motion; the Motion Carried. Ms. Hand stated; in December, we presented the Preliminary Annual Budget for the Authority showing a 3.8% increase in overall Operating Expenses. The Board approved that Preliminary Budget, and we had to come back to the Board in February for the final vote. It is required that we submit a budget to Cities by March 1st every year. I am asking the Board to authorize the submission of the 2018 Annual Budget for the Authority. Chairwoman Snead asked for a Motion to authorize the submission of the Budget. Sheriff Morgan Moved for a Motion to authorize the submission of the Budget; Sheriff Baron seconded the Motion, and the Motion Carried. Councilwoman opened the floor for discussion. Sheriff Morgan stated; given the total budget from the Legislature, how does that change the Annual Budget for the Regional jail? Ms. Hand replied; the money that we built in for raises will go back into the General Fund for the most part. Then we would take the Comp-board Budget – the Comp-board increase, if it goes through is 3% - that's what we're projecting, but we don't know yet. Sheriff Morgan asked if that means we would have a surplus. Ms. Hand responded, we will. Sheriff Morgan asked Ms. Hand; you don't believe that we should change this or have some sort of trigger if that happens, because right now we are still projecting a \$1 increase. Ms. Hand replied; that's correct, we would have to see over \$410,000 in savings to affect a \$1 decrease in the per diem. Sheriff Morgan asked Ms. Hand have we done that math. Ms. Hand responded; I haven't done that math. Sheriff Morgan said that based on the projections, have we looked to see whether or not we're still going to do the \$1 increase? Ms. Hand responded No, because we don't know if we're going to get that 3% or not. Dr. Betty Meyer said that she raised concern at the Finance Committee, perhaps last month, about we're proposing additional debt, and that would increase it more for the 2nd year. So, my preference would be to do the \$1 this year with instructions to the staff that there shouldn't be proposals for other adjustments until we look at capital. Sheriff Morgan said; that's what I meant by when I stated about putting a "triggering in to do X, Y, Z" if that be the case. Dr. Meyer added, because I know my City Budget Office is not happy with looking at \$2 in the 19th, so if we were able to put the \$1 in place in 18, and the Finance Committee with the staff, have the opportunity to maybe cash fund some debt with that \$1 so we didn't have to have a \$2 increase in 19, I think most of our local City Budgets would really benefit from that. I would prefer not to remove it until I was sure about the State Budget, but with the understanding that if the State comes through as it is, we would take that \$1 and explore other ways to deal with the proposed increase in 19,

related to the need in Capital group. Dr. Meyer Moved for a Motion to amend the Budget to provide that a review would be done with the \$1 increase, should the State Budget be approved with employee pay increases, so that we could use the \$1 for Capital. Sheriff Morgan seconded the Motion. The Motion Carried.

APPOINTMENT OF NOMINATING COMMITTEE

Chairwoman Snead turned the Board's attention to Mr. Alan Archer to present Item 3 on the Agenda. Mr. Archer stated that supplemental information was shared, hopefully with all the Board Members on yesterday with the full report of the Nominating Committee, and hopefully everyone has not only had the opportunity to receive that documentation, but also to review it. For the purpose of our discussion this afternoon, I would like to share that report with you at this time. I think you have an appropriate introduction that has also been established under Item #3 in your Agenda packet, which will be my point of reference. So as stated in the Agenda Packet, the purpose of the Committee is to submit the names of one or more persons for each office to be filled at the Annual Board Meeting, which is today, February 15, 2017.

In accordance with the Bylaws, the Committee reached unanimous consensus to nominate Chris Snead, City Councilmember, City of Hampton as Chair, and Martin Thomas, City Councilmember, City of Norfolk, as Vice Chair. Additionally, the Committee nominates Linda Bryant, Assistant Superintendent from the Hampton Roads Regional Jail, to serve as Secretary and Treasurer. This is an important distinction, because historically, the Superintendent has served in both capacities and assumed the overall responsibilities for coordination and delegation of these duties to staff. The Hampton Roads Regional Jail Bylaws permit one person to hold both of these offices. So contingent upon the selection of hiring the new Superintendent, our Board can revisit this appointment in the near future if necessary. But, given the situation that we currently find ourselves in, we felt that delegating these duties to the Assistant Superintendent will provide continuity in these functions as we go through the transitions of retaining a new Superintendent. It's a little different, but we are putting forth a recommendation that will assist in the management of very important functions to the Board. These are obviously the Minutes, and the Financial Report received at every Board meeting. The term of each appointment is 1 year, or until their successors are elected, or until they resign from office. Each candidate accepted nomination and agreed to serve their respective term and duties as an Officer of the Board. Therefore as Chairman, I Move the Appointment, Chris Snead, City Councilmember, City of Hampton as Chair; Martin Thomas, City Councilmember, City of Norfolk as Vice Chair; and Linda Bryant, Assistant Superintendent, Hampton Roads Regional Jail, as Secretary and Treasurer. That concludes my report.

Sheriff Morgan stated that all those in favor of the Nomination Committee to signify by saying "Aye." All Members signified by saying "aye," and no Members opposed.

CLOSED SESSION

Chairwoman Snead recommended the Board to make a motion to move into Closed Session for Personnel Committee update at this time. Mr. Archer Moved for a motion the Board go into Closed Session, and read the motion pursuant to section 2.2-3711.A.1 of the Code of Virginia for the Conduct of Interviews and Discussion of Employment of the Candidate for the position of Jail Superintendent and associated personnel matters. Sheriff Morgan seconded the motion. The Motion Carried.

**CERTIFICATION FOR ADOPTION
BY ROLL-CALL VOTE AFTER
CONCLUSION OF THE CLOSED MEETING**

Mr. Archer read the following statement: The Hampton Roads Regional Jail Authority hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under Chapter 37, Title 2.2 of the Code of Virginia, and (ii) only such public matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the meeting by the Authority. Chairwoman Snead asked the Recorder, Ms. Johnson to conduct the roll call of members.

ROLL CALL: Nathan J. Clark, yea; B. J. Roberts, yea; Sharon P. Scott, yea; Clayton Bennett, yea; Joseph Baron, yea; Gabe Morgan, yea; Alan Archer, yea; Martin Thomas, yea; Chris Snead, yea; Ms. Lydia Pettis Patton, yea; Brian DeProfio, yea; William Rucker, yea; Robert Ike, Jr., yea; and James. E. Baker, yea.

Chairwoman Snead announced turned the meeting over to Mr. Archer to give a report of the Board's decision. Mr. Archer stated; at this time the Hampton Roads Regional Jail Authority has concluded its national search for a new Superintendent for the Hampton Roads Regional Jail. Today marks the end of a long process to search for the best candidate to serve the needs of this facility. At the conclusion of our discussions, at this time the full Board is now ready to take a vote on the candidate that we have selected to make a conditional offer of employment. That candidate is Mr. Meyers. Chairwoman Snead stated that the Board has agreed to hire Mr. Meyer and make an offer to Mr. Meyer and I am going to ask the Recording Clerk, Ms. Johnson, to call the roll in order to get a vote.

ROLL CALL: Nathan Clark, yea; B. J. Roberts, yea; Sharon Scott, yea; Clayton Bennett, yea; Joseph Baron, yea; Gabe Morgan, yea; Alan Archer, yea, Martin Thomas, yea; Chris Snead, yea; Lydia Pettis Patton, yea; Brian DeProfio, yea; William Rucker, yea; Robert Ike, Jr.; yea, and James Baker, yea.

Chairwoman Snead stated; we have a unanimous approval of Mr. Myer, and we're very excited to have him come aboard once we make our offer. I want to thank Alan for all the work in the Personnel Committee, Community Leaders, and the Employees. This was a very intensive process we went through and we are very pleased with the outcome, and looking forward to working with our new Superintendent and making this the best facility that it can be.

ADJOURNMENT

The next regular Board meeting will be on Wednesday, April 19, 2017. There being no further business to come before the Authority, Chairwoman Snead adjourned the meeting. The meeting adjourned at 5:00 p.m.

Robin L. Johnson
Recording Secretary

Chris Snead
Chairwoman

